

S E C R E T

4 November 1954

TO : Chief of Logistics

FROM : Chief, Printing & Reproduction Division

SUBJECT: Weekly Activity Report

1. GENERAL

a. Production Report (continued item) -- The Weekly Production Report is attached. Note the adjustment of backlog figures for Composing and Platemaking.

2. PROJECTS

a. Air Conditioning (continued item) -- With the completion of painting, which is now underway, the project will be complete except for the electrical work. The breaker switch is still awaited. Completion inspection cannot be undertaken until all phases of the project are completed.

b. Renovation of Space for Motion Picture Facilities (continued item) -- GSA has estimated approximately \$6,300.00 for this project. The Chief, SMLF Branch of RE&C has recommended that this project be undertaken as soon as possible by GSA.

c. Securing of Large Pressroom (continued item) -- The erection of metal lath on the pressroom partition has been delayed until the end of the week because of lack of GSA carpentry personnel.

3. OTHER ITEMS OF INTEREST

a. Psychological Warfare Printing (continued item) -- It now appears that some overtime will be necessary in order to complete the black and white PP/W booklet by the scheduled date of 8 November 1954. The trimming and packaging is taking longer than anticipated.

Another PP/W job for 50,000 copies has been received. Production will include printing eight colors, one die-cut, and one fold. By gang running and die cutting the job will amount to 40,000 impressions.

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The regular production of this job lends itself to printing on the [REDACTED] 15 December 1954 has been established as the completion date.

b. OTR Motion Picture Support (continued item) -- Tests for lighting, film exposure, and sound recordings were conducted 2 and 3 November 1954 on the forthcoming filming of the DCI Security film. A minor change has been made, i.e. the film will be shot in black and white instead of color.

c. Rush Work (continued item) -- The OTR report IM-402 was pushed ahead of all other OTR reports and completed on schedule, 27 October 1954. Six other OTR reports were also delivered during the week. There are now 20 OTR reports processing. OTR officials have stated that there are in OTR 15 reports being typed, 5 ready for typing and 8 being edited. These 28 reports will complete the project. It is hoped that all these reports can be completed by 20 December 1954.

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looks like expansion needed again

d. Field Printing Capabilities for PP/W Work (continued item) -- An informal preliminary discussion has been held with Mr. [REDACTED] in an attempt to reconcile the results of PP/W printing requirements survey and available printing capabilities. In general the requirements as indicated in the survey exceed present available capabilities.

DD/P PP stuff

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e. Printing of Supplemental Newspaper Clippings (continued item) A meeting was held with Mr. [REDACTED] RQM/OIS, in an attempt to get a "meeting of minds" on the printing of the News Highlights. PARD agreed to investigate the possibility of having daily newspapers available to RQM/OIS by 0730. Mr. [REDACTED] will be contacted to see if this can be arranged. PARD also agreed to attempt a two day delivery schedule on this project. If these conditions can be met satisfactorily production of the News Highlights and the Supplemental Newspaper Clippings will be achieved.

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f. Dissemination of Agency Regulatory Issuances (continued item) -- The problem of initial Agency Regulatory Issuances has broadened into an Agency distribution problem. A meeting was held 3 November 1954 in which an attempt was made to determine whether OCD or PARD/LO is primarily responsible for Agency distribution. Mr. [REDACTED] OCD, Mr. [REDACTED] Inspector General, Mr. [REDACTED] PARD, Mr. [REDACTED] TR&P, and Mr. [REDACTED] AS/LO, attended this meeting. It was agreed that another "look" was necessary before a decision could be made on this problem.

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g. Daily Publications (continued item) -- The blank pages continue to be removed by hand. The end product of necessity has improved since 2500 to 4500 blank pages are removed daily. The item will not be reported again until some significant change is noted.

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h. OCD Request for Reproduction of [REDACTED] Newspapers (continued item and completed) -- The meeting was held 28 October 1954 and this problem was resolved. In the future OCD will screen these newspapers before sending them to P&HD. The newspapers will all be copies on microfilm, but in cases where prints are required the original newspapers will be photostated. This will meet the requirement of OCD and speed up the operation.

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i. Training (new and complete) -- Mr. [REDACTED] a new member of the Budget Office/LO was shown the operation and techniques of P&HD.

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4. SPECIAL PROBLEMS

a. None.



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